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Security Information

Report for week ending 11 November 1953 from RECORDS CENTER BRANCH

The erection of the 100 sections of steel shelving was completed on Wednesday, November 18 at 2:00 P.M. The work was accomplished in about 5 3/4 working days with a crew of 3 men.

After shelving the palletized records only 2500 to 3000 cubic feet of shelving space would remain available for future accessioning. It has been decided to negotiate now for the erection of another 100 sections of shelving in the south west area. This will not only provide anticipated space needs for the coming year, but will also place in operation a third storage area which fits in with the long range plan for the Center.

Servicing of requests for records and distribution materials has been maintained on the average current basis during this period. The work load of reproducing copies of information reports continues to increase. During September and October an average of 3000 sheets of ozalid paper was consumed each week. That average is now approaching 5000 sheets, and steps are being taken to secure an adequate supply of the paper. The increase in production has been attributed to requests for FDU reports that often run over a hundred pages in length.


Chief, Records Center Branch

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